

SUMMARY MINUTES of the VALUATION TRIBUNAL SERVICE BOARD

108th Meeting, held on 13 June 2018 at 10:30am

Present: Robin Evans (Chairman), Gary Garland (VTE President and ex-officio member), Suzanne McCarthy (Deputy Chairman), Lola Moses. **In attendance:** Tony Masella (Chief Executive & Chief Operating Officer), Lee Anderson (Director of Operations & Development), Keung Wong (Finance Director), Diane Russell (Board Sec)

WELCOME, APOLOGIES, DECLARATIONS OF INTEREST, CONFIRMATION OF MINUTES

There were apologies from Martin Allingham and Neil Buckley. There were no declarations of interest. The Minutes of the meeting of 23 May 2018 were accepted as an accurate record. The actions had been completed as necessary. An update was provided on negotiations regarding a lease to occupy the third floor of the DWP office in Doncaster, as planned. Agreement had been reached with the landlord of the existing Doncaster office for a further lease extension to 30 September 2018. There were no other matters arising

AUDIT & RISK ASSURANCE COMMITTEE REPORT

The Committee had accepted the internal auditors' annual report and opinion and the external auditors' completion report. Mazars had concluded that the VTS's governance, risk management and internal control arrangements were generally adequate and effective. Deloitte reported that the year-end audit had gone smoothly and expressed the view that this was as positive an audit as could be achieved. They anticipated recommending to the Comptroller & Auditor General that he should certify the financial statements with an unqualified opinion, without modification. The Chief Executive/Accounting Officer's Governance Statement had been received and the Committee was recommending that the Board adopt the financial statements and the Annual Report & Accounts 2017-18.

In the meeting between auditors and Committee members, without the executive, both internal and external auditors had been complimentary about the cooperation and service they had received from the finance team and the new Finance Director. The Board recognised that there had been many changes in the finance team over the year and that this was an excellent result, given the disruption.

MATTERS FOR DECISION – ANNUAL REPORT & ACCOUNTS 2017-18

The Annual Report & Accounts 2017-18 had been circulated in advance of the meeting and there were no further comments or queries on it. The Board adopted the financial statements and the Annual Report & Accounts. The intention was to sign these later the same day and to lay in Parliament on 29 June 2018. [*This subsequently happened on 18 July 2018*].

ANY OTHER BUSINESS

Two business cases had been due to be presented to the Board at this meeting; as some more work was needed on these the Board agreed to review them outside of the meeting, by email, given their urgency. There was no other business.

DATE OF NEXT MEETING – 25 July 2018